

## CAP Board Meeting

10-23-2013

5:30 PM District Office Conference Room

Present: Tim Krueger, Steve Struss, Bernie Nikolay, Tim Bolger, Kris Frey, Mary Behling and Greg Engelstad Other: Bridgette Hermanson, CAP Executive Director  
Absent: Denise Stenklyft, Kristin Peppey, Eddie Pahunski and Jim Womble.

Mary called the meeting to order.

1. Public Comments: None.
2. September Meeting Minutes: Steve moved to approve; Bernie seconded; motion approved.
3. Chairperson Report: Mary notified the board that the first read of the contract with the School Board took place on Monday at the School Board meeting. There were no comments, so it was moved to a second read in November. The audit report is not finished, but the board will have an opportunity to hear final presentation when it is.
4. Correspondence: Steve Struss requested that he be allowed to have a temporary replacement due to his other time constraints at this time. Board feels he is an asset to the board and would like to see him continue in person even if he can't make every meeting. Agreed that if he cannot attend, he can have a Village Board Member attend as a member of the public and report back to him. Steve withdrew his request.
5. Finance report: Kris indicated that all accounts are in order. Discussed changing the spending limits. Bridgette informed the Board that the team leaders presented their budgets at a recent staff meeting and will present to the Finance Committee prior to the November meeting.
6. Review of By-Laws: Amendments cannot be made right now because By Laws can only be amended at annual meeting. It was decided to make the establishment of the personnel and finance committees a policy at this time instead. Kris moved to approve; Greg 2<sup>nd</sup>; motion approved.
7. Policy Review: Check & Credit limits. Current policy already outlines that either Bernie or Mary can be the second signer on purchases over \$3,500. After a discussion on current limits, it was decided to wait to hear if auditors have a recommendation before making any changes.
8. School Board Communication: The Board would like to continue to regularly communicate with the BOE. After discussion it was decided that Bernie would

include Bridgette's Board Report in the school board packet; additionally Bridgette will attend BOE meetings twice a year to update the board (Feb-Aug) and answer questions.

9. Role of BOE Liasion: Mary suggested that it might be helpful to more formally establish the role of the BOE liasion. Tim Krueger is the current liaison and his role in sharing ideas and issues back & forth between the two boards was discussed. In addition, the Board discussed sharing meeting Minutes, but it was decided that that is not necessary at this time.
10. Awards: Jody Wilke has been nominated and will receive the 2013 Wisconsin Park and recreation Association (WPRA) "Park Section. Outstanding Young Professionals of the Year" award. Jody will be recognized by her peers and receive the award in Green Bay on November 7<sup>th</sup>. The Cambridge CAP will be awarded two Silver Star program awards from Wisconsin Park and Recreation Association at their annual conference in November. Both the lake Ripley Ride and Whoville Who-le-bration have both been selected as Silver Star programs.
11. Director's Report: Attached report highlights reported. Discussion took place regarding the purchase of a Wibit prior to winter. Kris moved to authorize the expenditure of \$3,200 for the Wibit Sport System now from the Money Market with the idea that Lesli Rumpf will work on fundraising and revenue increases to offset the funds. Bridgette also mentioned that Jody Wilke is working on gathering bids for new flooring at the Youth Center. She would like to utilize funds from the Youth Center CD for the replacement; this will be included in the 2014 budget proposal.
12. Other Items: none
13. Next Meeting Date: November 20<sup>th</sup> at 5:30 pm
14. Adjourn. Kris motioned to adjourn and Steve second; motion approved.